



Job Title:	Associate Garden Service Coordinator	Reports to:	Garden Services Coordinator
FLSA Status	Non-Exempt	Position Type:	Part-time (20 hours/week)

Our Mission- Enable the aging and home bound to live at home independently, safely, and with dignity.

Organization Overview: Enable Madison County is a non-profit agency located in Huntsville, Alabama, that has been providing services to individuals aged 60 and older, as well as to the homebound of all ages (including those who are wheelchair or bed bound), since 1979.

Our mission at Enable Madison County is to empower the aging and homebound to live independently, safely, and with dignity in their own homes. Our aging-in-place program is specifically designed to support these individuals by offering volunteer services that address their unique physical and emotional needs.

The success of Enable Madison County's mission relies heavily on the tremendous support we receive from the local community. All of our services are provided free of charge to clients and are based solely on need, without regard to income, race, social status, or religion. Enable Madison County does not receive any federal or state budgeted funding or insurance reimbursements, and we are a 501(c)(3) non-profit organization.

For 45 years, we have been dedicated to serving the North Alabama community.

Full Job Description

The Associate Garden Service Coordinator is responsible for assisting in the management of Enable Vegetable Garden activities. This includes coordinating garden volunteers, managing vegetable delivery volunteers, and maintaining documentation. The Associate Garden Service Coordinator performs these duties by effectively communicating with the Garden Services Coordinator, other staff members, and community volunteers. They are attentive to client needs and manage time and resources efficiently. This work supports Enable's mission and adheres to the organization's policies and procedures.

Key Responsibilities

- Assists Garden Services Coordinator in coordinating activities and volunteers for the Enable Vegetable Garden
- Assists with plans and manages operations for the Enable Vegetable Garden
- Records delivery information, including dates, and notify Services Coordinator of updated delivery information as needed
- Data entry
- Record all associated harvest and gleaning information data
- Record and monitor all documentation and logging of volunteer hours
- Prepare monthly reports and submit to Garden Services Coordinators
- Work from a prioritized list
- Maintain all garden physical structures and equipment
- Maintain communications with FarmBot maintenance



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- Assist with the coordination of the annual plant event with the Garden Services Coordinator and Executive Director
- Report maintenance issues to the Garden Services Coordinator
- Work with the Garden Services Coordinator to order and maintain garden supplies
- Manage harvest, packing of all produce
- Work with Garden Services Coordinator to ensure harvested product reaches intended destination or is preserved in the case of excess production
- Coordinate and train the garden volunteers on garden safety and basic gardening cultural practices
- Performs other duties as assigned by the Garden Services Coordinator and/or the Executive Director

Qualifications

- GED/High School Diploma/Bachelor's Degree
- Community garden experience is a plus
- Ability to operate small garden/farm equipment/machinery
- Knowledge of gardening/farming practices and procedures
- Experience with garden infrastructure, irrigation, and garden equipment maintenance and operation
- Direct management experience with volunteers a plus
- Strong communication and interpersonal skills
- Organizational and time-management skills
- Problem-solving abilities
- Attention to detail, particularly regarding documentation
- Ability to interact with diverse groups of people
- Ability to thrive in a fast-paced environment
- Commitment to Enable's mission

Attributes

- Creative and open-minded
- A desire to learn
- Self-motivated
- Strong work ethic
- Team-Oriented
- Dependable



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Physical demands

The physical demands outlined below are typical for employees to successfully perform the essential functions of this job. Reasonable accommodations may be provided to enable individuals with disabilities to fulfill these essential functions.

As the Assistant Garden Services Coordinator, you will primarily work in an outdoor setting in the Enable Vegetable Garden.

Additionally, the role requires you to perform tasks outside of a typical office setting, which may include the following physical demands:

- Climbing, ascending, or descending
- Stooping, kneeling, crouching, and bending
- Standing for extended periods
- Exposure to varied weather conditions for prolonged periods of time
- Lifting items weighing up to 50 pounds

Work environment

As an equal opportunity employer, Enable Madison County is committed to providing reasonable accommodations to qualified applicants and employees with disabilities, in accordance with applicable laws, unless doing so would create an undue hardship. The characteristics of the work environment described here reflect the conditions an employee may encounter while carrying out the essential functions of this job.

The work is performed primarily in an outdoor setting, in which reasonable attention to the health, safety and comfort of employees has been addressed.

The noise level may be moderate at times and there may be distractions.

Schedule

Monday through Friday and Saturday

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Last Date Updated	10/21/2024RA
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I certify that I can perform all the assigned duties with or without reasonable accommodation.



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Employee Signature _____ Date _____
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